

CITY OF EL RENO

Request for Record Inspection and/or Copy

Records of the City of El Reno are open for inspection/ copying unless specifically exempt from disclosure by the Oklahoma Open Records Act. Charges may apply as allowable by state law and city Resolution No. 12-04-01.

NAME (of person requesting records): _____
LAST FIRST M.I.

ORGANIZATION (if any): _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE NUMBER: _____ E-MAIL: _____

SIGNATURE: _____

RECORD(S) BEING REQUESTED

DATE OF REQUEST: _____ TIME OF REQUEST: _____

SUBMITTED TO (Department): _____ City Manager; _____ Finance; _____ Police Dept.;

(Clerk's signature) _____ Fire Dept.; _____ Library; _____ Cemetery;

X _____ Parks/Recreation; _____ Community Development Dept.

Description of Record(s) being requested (Please be very specific. Include date/numbers if applicable):

For Law Enforcement Records, please complete this section:

CASE NUMBER (If known): _____

INCIDENT: _____
(TRAFFIC ACCIDENT, PROPERTY CRIME, ASSAULT & BATTERY, CRIMES AGAINST PERSONS, ETC.)

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

PERSON(S) INVOLVED: _____

LOCATION OF INCIDENT: _____

REPORTING OFFICER'S NAME (If known): _____

FOR OFFICE USE ONLY

Signature of City Official: _____ Date/Time of Release: _____

Research Fees: _____ Copy Fees: _____ Total Charges: _____

